How to customize your macros by using the Virtua Enterprise Templates:

To speed the process of generating your own macros (also known as LTBE – Large Text Block Editor), we’ve upload templates that have been sent to us. This memo will show you how to find those Enterprise level uploads and how to customize them and rename this for your personal use.

Step 1:

In the discharge instruction form (or any other form with a LTBE field), click on the actual field, which will bring up a toolbar. This will look similar to a MS Word document. To search all of the Enterprise macros, click on the symbol noted below or hit the F12 button.

![Image of discharge instruction form]

You can also access the Large Text Block Editor here:
Step 2:

The Text Block Editor will appear. All of the macros we have uploaded are preceded by the letter ‘V’. As such, type the letter V into the acronym search box and click search (or hit the Enter key). This will search the Virtua Enterprise macros that we have uploaded. Click on the macro you want to personalize.

Step 3:

You can now customize the instructions just like you would edit a Word document. You can also rename the macro so that you can recall it more easily. For example (below), I’ve change the acronym to mydischarge (see 1). I’ve also changed the description (see 2). Finally, you’ll need to save this at the User level (see 3), which mean it will available for you and only you to see. Only the IT team has the ability create macros at the Enterprise or Entity level. After you’ve edited the body of the instructions, click Save as New (see 4). Now you can close this dialog box.
Step 4:

To use your customized macro, click into the targeted field and type in your personalized acronym. In the previous case it was: mydischarge

After you type the acronym, hit the F12 key and the full macro will populate into the field. You can still edit the information from this view.
Key Take away points:

Virtua has uploaded macros sent to use my individual physicians and groups and have uploaded them as Enterprise macros.

a. These macros can by renamed and edited by the individual user

b. Enterprise macros are available for all users to see

*If you don’t want your macros to be seen by all users, you will need to load them yourself at the User level*